

CS/MC Frequently Asked Questions

What is CS/MC?

CS/MC stands for Court Supervisor/Manager Certificate. The goal of this program is to promote professional growth and development by educating lead workers, supervisors, and managers.

What is the length of the program?

The CS/MC program will take three years to complete if all courses are attended as scheduled.

How many courses comprise the program?

There are twelve courses to be completed. Each course is either one or two days in length.

Where and when will the courses be held?

All courses will be held at the Judicial College Education & Conference Center in Annapolis. Dates are prescheduled, approximately 8 per year. Courses are from 9:00 a.m. to 4:00 p.m.

Who is eligible to apply for the program?

The CS/MC program is open to Judiciary employees who are lead workers, supervisors, managers, or Court Professional Certificate (CPC) graduates. Applicants must have a minimum of two years of service with the Judiciary as of the application deadline. Also, employees must have received an overall rating of “meets standards” or above on their last annual performance appraisal or certify that their work performance “meets standards” or is above “meets standards.”

Is this program open to county or city-paid Judiciary employees?

Yes. All courses offered by the Department of Professional Development are open to state, county, and city-paid Judiciary employees.

What is required in order to apply?

Applicants must submit an application form, an essay explaining why they want to be considered for the program, and a letter of recommendation from their highest, direct administrative official (e.g. for state-paid Judiciary employees: Clerk of the Court, Administrative Clerk, Assistant Administrator of the AOC, Executive Director for DCHQ, or Administrative Commissioner; for county or city-paid Judiciary employees: Administrative Judge or Court Administrator).

Do I have to type my essay?

It is preferred that you type and sign your essay.

Where do I find the application form and instructions?

The application form and instructions are found on the CS/MC web page.

May I fax or e-mail my application?

No. Applications must be submitted through the CS/MC web page.

CS/MC Frequently Asked Questions Continued

Is there a monetary bonus attached to the CS/MC program?

There is no monetary compensation attached to the completion of the CS/MC program.

Must I attend each course?

In order to graduate, all courses must be completed in their entirety.

When will I receive notification of a decision?

Following the six-member Applicant Selection Panel Workgroup review, decisions will be e-mailed to all applicants by November 14, 2018.

Do I have to keep a journal in order to graduate?

Yes. After attending each course, students are required to write a journal entry highlighting what they learned and how they have used the information. Members of the Professional Development Subcommittee review journals after each class. Any deficiencies must be corrected before the student is eligible to graduate.

The person writing my letter of recommendation would like to e-mail it separately from my application and essay. Where should it be sent?

Please ask the person to e-mail it to Nancy.Kline@mdcourts.gov

May I apply to CS/MC and ICM at the same time?

No. If both programs are soliciting applications at the same time, you may only apply to one program.

What are the differences among the CS/MC program, the ICM program, and the CPC program?

A special information sheet has been created to compare all three programs. It is located at

<https://mdcourts.gov/sites/default/files/import/professionaldev/pdfs/compareicm1.pdf>

Will there be an information session conducted?

Yes. One-hour, informational webinars will be held on Friday, September 28 at 2:00 p.m. and Thursday, October 4 at 10:00 a.m.

Webinars are conducted by a presenter using Go-to-Meeting. You will view a Power-Point presentation on your computer, and you will use your telephone to participate in the conference call. There is no need to leave your office.

To sign up for the webinar, please e-mail Nancy.Kline@mdcourts.gov with the date you would like to attend. First, please secure permission from your supervisor or manager.

Who should I contact if I have more questions?

Contact Nancy Kline in the Department of Professional Development at (410) 260-3604 or at Nancy.Kline@mdcourts.gov